



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ELEMENT
ALLIED FORCES SOUTHERN EUROPE
FPO AE 09620

ACAS-BC

6 November 2006

MEMORANDUM FOR ALL US Army Personnel, Allied Forces Southern Europe

SUBJECT: Policy Memorandum #5 – Equal Opportunity Complaint Procedures

1. Leaders of this command who are faced with any Soldier, family member, or civilian employee who believes he or she has grounds for a complaint must begin with this in mind -- something is wrong. Officer and NCO Leadership will proceed from that point without compounding the problem with foot-dragging or disinterest. Officer and NCO Leadership will address the situation thoroughly, expeditiously, and vigorously.
2. I want every Soldier, family member, and civilian employee in this command to know they have a right to present an equal opportunity or sexual harassment complaint either informally or formally, as they see fit, without fear of reprisal of any sort. Individuals choose the preferred method of reporting a complaint. While the chain of command is the primary channel for reporting complaints, it is not the only channel available. The Chaplain, Inspector General, or Staff Judge Advocate personnel are examples of other legitimate channels. Army Regulation 600-20, Appendix D, discusses the entire system. I encourage everyone to get clear guidance from one of our Equal Opportunity personnel.
3. Formal complaints require the use of DA Form 7279 and should be filed with the lowest level commander that the complainant is assured will provide an unbiased investigation. Specific circumstances dictate whether this is the immediate company or battalion commander.
4. This policy memorandum will be posted on the permanent section of all unit bulletin boards.

DENNIS D. DAWSON
LTC, AG
Commanding

Distribution:

1 each Company, w/copy furnished to each National Support Element